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# USAREUR Bulletin

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Number 18

HQ USAREUR/7A, Unit 29351, APO AE 09014

15 September 2001

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This bulletin expires 1 year from date of publication.

## NATIONAL HISPANIC HERITAGE MONTH

National Hispanic Heritage Month will be celebrated from 15 September to 15 October 2001. The theme of this year's observance is "Paving the Way for Future Generations."

Commemorative events will be scheduled throughout USAREUR to mark this observance. Leaders should refer to USAREUR Pamphlet 600-21 and encourage participation in these events within mission constraints.

## ARMY KNOWLEDGE ONLINE (AKO) ACCOUNTS

On 8 August 2001, the Secretary of the Army and the Chief of Staff of the Army jointly signed memorandum, HQDA, subject: Army Knowledge Management Guidance Memorandum Number 1. This memorandum endorses the Army Knowledge Management (AKM) Strategic Plan and lists the five goals established in the plan.

To meet Goal 4 of the AKM Strategic Plan, every active duty, Army Reserve, and Army National Guard soldier, and every Department of the Army civilian must have an Army Knowledge Online (AKO) account. The USAREUR deadline for establishing an account is 24 September 2001.

Nonappropriated fund employees may obtain an account, but are not required to do so unless required by the local commander. Family members, local national employees, contractors, and others may obtain guest accounts, but are not required to do so.

The Office of the Deputy Chief of Staff, Information Management (ODCSIM), HQ USAREUR/7A, has the lead for AKM in USAREUR. A copy of the AKM Strategic Plan, Army Knowledge Management Guidance Memorandum Number 1, and instructions for setting up AKO accounts are on-line at <http://www.dcsim.hqusareur.army.mil/topics/km>.

The USAREUR AKO POC is Ms. Divita, DSN 370-7384 or e-mail: [judie.divita@us.army.mil](mailto:judie.divita@us.army.mil).

## OPM FORM 71

The Office of Personnel Management (OPM) has published a new form to be used by Department of the Army civilians to request leave. OPM Form 71 (Request for Leave or Approved Absence) replaced SF 71 (Request for Leave or Approved Absence), which is obsolete.

FormFlow and Adobe Acrobat versions of this form are available for downloading from the USAREUR Publications System (UPUBS) at <http://upubs.army.mil>.

## REQUESTS FOR FREQUENCY ASSIGNMENT

Users of radio frequency transmitting equipment (except for satellite terminals) must submit a request for frequency assignment through their unit frequency management POC to the Frequency Management Office (FMO), Command, Control, Communications, Computer, and Information Support Division, Office of the Deputy Chief of Staff, Information Management, HQ USAREUR/7A. Failure to request frequency approval or otherwise violating this policy may create dangerous electromagnetic conditions and make USAREUR liable to administrative fines.

Requests for frequency assignment will be sent to the Commander, USAREUR/7A, ATTN: AEAIM-C-F, Unit 29351, APO AE 09014. Requests for temporary frequency assignment (less than 90 days) must be received by the FMO at least 70 days before the date that the frequency is needed. Requests for permanent frequency assignment must be received by the FMO as soon as the need is known. Approval for permanent frequencies may take from 6 months to 2 years, depending on the frequency band requested and host-country coordination.

Users without a unit frequency management POC at their headquarters may request an account using the Spectrum Management Analysis and Record Tracking System (SMARTS) at <http://144.170.208.212/smarts>.

Personnel who need more information may contact the FMO at DSN 370-3071 or e-mail: [dlfreq@hq.hqusareur.army.mil](mailto:dlfreq@hq.hqusareur.army.mil).

## AOAP MONITORS CONFERENCE

The USAREUR Army Oil Analysis Program (AOAP) Monitors Conference will be held on Tuesday, 6 November 2001, from 0800 to 1700 at the Village Pavilion, Patrick Henry Village, Heidelberg, Germany. AOAP monitors, organizational direct and general support maintenance officers, and maintenance noncommissioned officers are invited to attend.

The 1-day conference will inform attendees on current AOAP management policy and procedures. The conference will also address and distribute new requirements and changes relevant to AOAP procedures, and identify systematic problems affecting the USAREUR AOAP Program.

To ensure that adequate arrangements can be made for the conference, attendees are requested to provide their names,

ranks, units, and telephone numbers by 15 October 2001 to the conference POC, Ms. Munn, 382-4254/5288.

The HQ USAREUR/7A POC is Ms. White, 370-8982/8600.

## DIRECTORY OF KEY PERSONNEL, UNITED STATES ARMY, EUROPE

The Directory of Key Personnel, United States Army, Europe (USAREUR Circular 10-10), is updated twice a year. The newest edition will be published in October 2001. USAREUR Circular 10-10 is intended for USAREUR commands and HQ USAREUR/7A staff offices.

Personnel who need copies of USAREUR Circular 10-10 must order them through their unit publications clerks. To order copies, reduce the number of copies needed, and to subscribe to future editions of the circular, publications clerks must use the USAREUR Publications System at <http://upubs.army.mil>. The nomenclature for ordering the circular is US CIR 10-10.

## NEW ELECTRONIC USAREUR PUBLICATIONS

The following USAREUR publications have been published and are available only in electronic format in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>:

- USAREUR Supplement 1 to AR 25-1, 31 August 2001, Army Information Management
- USAREUR Supplement 1 to AR 750-1, 7 September 2001, Army Materiel Maintenance Management Policy and Retail Maintenance Operations
- USAREUR Regulation 215-50, 24 August 2001, Child and Youth Services Sports and Fitness Program
- USAREUR Regulation 350-10, 21 August 2001, Allied and USAREUR Major Training Areas
- USAREUR Circular 614-3, 17 August 2001, Enlisted Distribution Policy

## NEW USAREUR COMMAND MEMORANDUMS

The following USAREUR command memorandums have been distributed as shown:

- USAREUR Theater Plan, AEAGC-P (370-8659), 4 September 2001 (Dist: C)
- USAREUR Command Training Guidance, FY 02-03, AEAGC-TD-OPD (475-8134), 4 September 2001 (Dist: A)

➤Army Knowledge Management, AEAIM-A-S (370-7384), 6 September 2001 (Dist: C)

➤Local National Employment at Nonappropriated Fund Activities, AEAGA-C (375-2528), 7 September 2001 (Dist: C)

Units included in the distribution should have received their copies. Proponent telephone numbers are listed after the office symbols. These memorandums are also available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

## WEEKLY UPDATE

To find out which USAREUR publications and AE forms have been published each week, personnel should check the Weekly Update section in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

## HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month.

The UB is distributed only by e-mail. Publications clerks who subscribe to the UB will forward each edition of the UB to e-mail accounts in their areas of responsibility.

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6755) or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

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